



**County of Door**  
**DEPARTMENT OF SOCIAL SERVICES**

County Government Center  
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Sturgeon Bay, WI 54235

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**Social Services Committee Meeting**  
**October 13, 2009**

**1. Call to Order:** Chair Mark Moeller called the October 13, 2009 meeting of the Social Services Committee to order at 1:30 p.m. Committee members present were, Charles Brann, Joel Gunnlaugsson, and Ben Meyer. Department staff present were Roger Tepe, Bev Knutson, Doreen Weyenberg, Kay Englebert, and Joanne Ator. Committee member, Marc Savard, was not present at the meeting.

**2. Establish a Quorum:** Enough committee members were in attendance to establish a quorum (4 out of 5 members were present).

**3. Approve Agenda:** Motion by Charles Brann, second by Joel Gunnlaugsson to adopt the agenda as posted. Motion carried.

**4. Public Participation:** There was no public participation

**5. Review and Approve Minutes of Social Services Committee Meeting.** Motion by Ben Meyer, second by Joel Gunnlaugsson to approve the minutes of the September 17, 2009 meeting of the Social Services Committee. Motion carried.

**6. Review and Approve Vouchers to be paid in October, 2009.** Upon review and discussion, motion by Ben Meyer, second by Joel Gunnlaugsson to approve the vouchers as submitted and detailed below:

**Social Services**

Total Social Services expenditures submitted for approval \$ 83,582.31

**Senior Resource Center**

Total Senior Resource Center expenditures submitted for approval \$ 18,309.15

**Total Expenditures for approval**

**\$ 101,891.46**

The motion carried unanimously.

**7. Information: 2010 Social Services / Senior Resource Center Budget.** Roger Tepe informed the Committee members that the 2010 Social Services / Senior Resource Center budget was presented to the Finance Committee on October 9<sup>th</sup>. The Committee passed the Social Services / Senior Resource budget without any changes being made to it. The overall County budget passed with slight changes to the Information Systems and Sheriff Department's budgets.

The Committee took no action.

**8. Information: Full – Time Supervisor at the Senior Resource Center.** The full – time supervisor at the Senior Resource Center is moving forward. Roger Tepe gave the Committee members a brief timeline of events that will be occurring – November 2<sup>nd</sup> & 3<sup>rd</sup> meeting of the County Board for final approval of the County budget; the posting of a Long Term Support Supervisor (in house); beginning the process of moving staff around with actual / official moves being done by January 1, 2010. Staff in the Adult Services Unit has been informed of the changes being made with Family Care / ADRC and their future job / work responsibilities.

The Committee took no action.

## **9. Recurring Reports, Informational Only.**

**ADRC/Family Care:** Kewaunee County is still undecided as to a joint venture with Door County for an ADRC. Roger Tepe did forward the questions that were brought up at the September 2<sup>nd</sup> meeting on to the State. Janice Smith from the State confirmed receipt of those questions and will be researching them out and updating Roger with the answers.

The official name for Family Care will be Northeast Wisconsin Family Care. Some counties who are up and running with Family Care have noted a little glitch with the system, i.e. differences in eligibility decisions between the ADRC and the MCO. Contracts for legal services and technical assistance should all be in place. On October 27<sup>th</sup>, a training will take place to inform Care Managers of how their jobs might change after the Family Care transition. Most of the Adult Services Unit staff, Bev Knutson, and Roger Tepe will be attending this training. After the first of the year (2010), Door County will be holding informational meetings to inform the public, providers, consumers, and County Board Members about Family Care.

**5311 Transportation Funding:** Roger Tepe has completed two (2) grants for the 5311 program – 5311 Operating Assistance and the 5311 Capital Assistance. The 5311 Capital Assistance grant allows for purchasing / acquiring vehicles for transportation. A request for a group of buses for the Sunshine House and a bus for American Red Cross was submitted with that grant along with a request for bus signage. Funds from the 5311 program and 85.21 Transportation program will be coordinated and used for transportation purposes, particularly the start-up of a new public transit system.

Roger is also in the process of developing a proposal for a small scale public transit system around the City of Sturgeon Bay. Roger met with City officials and received a verbal and written support for the new bus system. A contract for the transit system needs to be competitively bid every five (5) years; and will start as a small operation – perhaps only a single 15 passenger bus with a wheelchair lift. Funding for the public transit system can be renewed every year as part of the 5311 grant process.

Roger also updated the Committee members on the ½ price transportation vouchers. On a temporary basis, three (3) programs (Senior Resource Center, Sunshine House, and American Red Cross) will no longer be able to accept vouchers after 12/31/09 until other funding alternatives can be developed.

The committee took no action.

## **10. Supervisor's Reports, Program Units, Informational Only.**

**Adult Services.** Bev Knutson updated the Committee members on the current waiting list. Due to a series of recent deaths of waiver participants, funds have become available and three (3) clients came off of the waiting list. Social workers in the Adult Services Unit are processing cases as fast as they can to commit those funds for new waiver clients before any unused funds have to be returned to the State. Bev also commented on the financial scamming (exploitation) of older adults that is occurring in the County.

**Senior Resource Center.** The 85.21 grant for 2010 transportation is being worked on. Stimulus monies in the amount \$12,365.00 were used to purchase raw food. Flu shots were being offered today (October 13<sup>th</sup>) at the Center with Medicare covering the costs. The State is encouraging wellness and fitness programs for seniors; and Bev is in the process of writing for a \$500.00 grant to promote those initiatives. Bev updated the Committee members on the Frozen Meals program. The Community Church in Fish Creek and the Lutheran Church in Juddville purchased a freezer for the Northern Door meal site. On November 11<sup>th</sup>, the Senior Resource Center will be honoring / recognizing our Veterans. Deborah Hart from the Veterans Office will be there as well. November is also National Caregivers month.

**Child and Family Services.** The State is moving forward towards a level of care for Foster homes. A child's needs would be assessed and then matched to a foster home that can provide that same level of care to meet the child's needs. Doreen Weyenberg stated that foster homes would be licensed at different levels – Kinship homes would be a Level I and the current foster homes would be at a Level II. Homes can be licensed for higher levels if approved. On October 26<sup>th</sup> a meeting will be held for Foster Home providers to go over changes that will be occurring in the Foster Care program. In one such change, some Kinship Care homes will now have to become licensed. A reverse search (searching by an address rather than by a name) will be done as part of the licensing / re-licensing process on all Foster Homes to make sure no sexual offenders reside at the residence.

A recent Amber Alert involved social workers from our Children and Families Unit, Mark Hill and Beth Moeller. Mark Hill, whom was the social worker on call, received a call from Dispatch regarding a young girl whom was taken from her Kentucky home and brought to Door County. Beth Moeller coordinated actions with the City Police and Federal Officials in getting the young girl back home. Beth received a Letter of Commendation from Police Chief Dan Trelka.

Dori reported that the number of children / juveniles in placement has increased slightly.

**Economic Support.** Joanne Ator shared with the Committee members a letter that was being sent to all child care providers by the State. This letter was generated due to the recent child care scandals that took place in Milwaukee. Joanne and Christina Baudhuin, Child Care Coordinator, attended a Child Care meeting on October 8<sup>th</sup>. At this meeting they learned that a federal review was done; and two (2) cases from Door County were selected for an audit on child care and passed the review.

The BadgerCare Core Plan ceased taking new applications at 12:00 p.m. on Friday, October 9<sup>th</sup>. Any appointments that the Community Clinic had made for November were called in and scheduled before the deadline. The State Enrollment Services Center has a serious backlog of applications for BadgerCare Core and FoodShare for childless adults.

Many individuals have had to wait for two months before receiving their FoodShare care. Joanne commented that her unit received an Operations Memo regarding the FoodShare program for individuals with no dependent children. The memo stated that the county agencies, instead of the State, will process those applications for individuals who request a face-to-face FoodShare interview.

The final version of the W-2 Plan was completed and is on its way to Madison. The original plan required revisions per the State.

The Energy Assistance program that is administered thru the Women's Employment Project (WEP) may see an increase in applications. The State has increased the income limit for eligibility. An increase of 600 more applications is projected by the State for this heating season. This would be in addition to the 800 applications that were processed for the 2008-2009 heating season.

**Support Services.** Kay Englebert reported that the budget process is at a standstill until the November meeting. She is working on various reconciliations and getting ready for the auditors who will be coming in November. Kay also indicated that the auditors will be coming earlier in 2010. Currently, the Social Services Department is running at about 70% for expenses compared to revenues.

The committee took no action on informational items presented.

**11. Information: Director's Report.** A good portion of the items for the Director's Report has already been covered earlier in the agenda. Roger Tepe did comment on a recent Property Committee meeting he attended. The Department of Natural Resources declined to issue a closure report on the Old Highway Shop (next to the current Senior Resource Center) property, which effectively means that more soil testing is required before any new construction would be permitted on the property.

It was brought to Roger's attention that emails containing medical verbiage in combination with any case names are being captured / quarantined by our Information Systems Department. This issue deals with potential breaches of HIPAA regulations.

The committee took no action.

**12. Set Next Meeting Date:** The committee set its next monthly meeting for 1:30 p.m., November 10, 2009 at the Senior Resource Center. This will also include a Public Hearing regarding the 85.21 Transportation Program.

**13. Adjournment:** Motion by Charles Brann, second by Joel Gunnlaugsson to adjourn the meeting at 3:04 p.m. Motion carried.

Respectfully Submitted,

Christine Coulthurst  
Recording Secretary

APPROVED BY: 